



COMMUNITY DEVELOPMENT DIVISION FREDERICK COUNTY, MARYLAND

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309 • TTY: Use Maryland Relay Services

Walk-Through Permit Process – Residential Uses

Updated May 05, 2011

Applications accepted Monday – Friday between 8:00 A.M. and 3:00 P.M.

Purpose

Frederick County offers a walk-through plan review and permitting process for certain types of residential applications. The intent of this process is that applicants will be able to obtain a particular type of permit during a single visit in a timely manner. Projects that are more complex and those that are not in the eligible projects list, require more time to process than is feasible during a single “while you wait” visit. The walk-through process is available to anyone whose project meets the established criteria.

Eligibility Guidelines

The following are types of construction that is normally accepted as walk-through residential permit applications*:

- Deck
- Basement finish (no kitchen involved)
- Shed, gazebo, or other accessory structure (sheds under 150 square feet do not require a building permit)
- Covered or Screened Porch
- Alteration not involving a load-bearing wall
- One story addition with truss roof
- Pavilion
- Carport
- One story garage
- Swimming pool or hot tub (with electrical and plumbing permits at same time)
- Minor fire damage repair
- Fireplace or woodstove
- Retaining wall with engineered plans sealed by a professional engineer (P.E.)
- Handicap ramp

* In order to be eligible, a property must not be served by private well or private septic system.

A Walk-Through Residential project for a property that is within an incorporated town may be eligible, provided the construction is one of the eligible types listed above *and* the municipality can accommodate the request. Please contact the municipality for determination. A municipal chart with contact information is available from the Permits Office, and on the Permits and Inspections’ website, www.FrederickCountyMD.gov/permit.

Submittal Requirements

1. Completed Building Permit application. Applications for specific construction types are available on the Permits and Inspections website: www.FrederickCountyMD.gov/permit under “Building Permits/Zoning Certificates”, in the “Submittal Requirements and Application Forms” section.
2. Print out of the Maryland Assessments Real Property Data for the property. Please refer to the following link for this information (www.dat.state.md.us).
3. Two (2) complete sets of construction plans drawn to scale (one will be returned to you after review).
4. Two (2) copies of plot plan. Plot plans are required unless the permit is for interior work only. The permit application submittal packet (referred to in #1 above) includes a sample plot plan and details the information that needs to be included on a plot plan.
5. Payment of fees. Check or cash is accepted. Checks should be made out to the Treasurer of Frederick County.

Additional requirements for Swimming Pools, Hot Tubs, and Spas:

- **Plumbing Permit** for back siphonage device. This device is a requirement of the Frederick County Plumbing Code and is for the hose bib closest to the pool, hot tub, or spa. The property owner may apply for the permit if installing the device. A homeowner plumbing exam is not required in order to do this. A Frederick County licensed Plumber may also apply for the permit.
- **Electrical Permit** for motor, lights, and bonding. Permit may be applied for by an Electrician licensed by Frederick County or a homeowner may apply after passing a homeowner electrical exam.
- **Grading Permit** must be obtained for *in-ground pools*.

Process

1. **Customer Intake:** A Customer Service Technician will review the submittal requirements with the Applicant to make sure everything that is required is being provided. The Technician will assist the Applicant in obtaining any missing information when possible. The Technician will also provide coordination to ensure staff is available to expedite the review and processing.
2. **Application:** A Permit Technician will review the completed permit application process, the permit data, calculate the fees, generate an invoice and issue the “walk-through” paperwork to the Applicant. The Technician will work with the Applicant to clarify and complete any paperwork as needed. The fees will be paid at the Treasurer’s Office, located in the same building.
3. **Reviews:** Applicant will proceed to the *Zoning Planner* to obtain zoning review approval. After receiving approval from the Zoning Planner, the Applicant will proceed to the *Building Plans Examiner*, who will review the submitted plans to evaluate code compliance. If plan revisions are not significant, the plans will be released with appropriate conditions of approval noted on the plans.
4. **Permit Issuance:** Upon successful completion of the reviews, the plans and permit documents are processed by a Permit Technician, who then issues the Building Permit and releases the approved permit packet to the Applicant.

FAQ's:

When are Walk-Through Permit Applications accepted?

- All applications must be made in person and are processed on a first come, first served basis, Monday through Friday between the hours of 8:00 am. and 3:00 p.m., excluding holidays. Appointments can be scheduled in advance but are not required. If the property is within a municipality, apply within the municipality's timeframe of availability to review your application.

Where are applications accepted?

- The Department of Permits and Inspections, 30 North Market Street, Frederick, Maryland 21701. See the Frederick County website for directions: (www.FrederickCountyMD.gov/permit.) The main department telephone number is 301-600-2313. A limited amount of free parking is available to the rear of the building. The parking lot can be accessed from either Market Street or Patrick Street.

Who may apply for the permit?

- The property owner, licensed MHIC (Maryland Home Improvement Commission) Contractor, design professional, or the owner's agent. An owner's agent other than a licensed contractor or design professional must present a notarized form stating that they are acting as the owner's agent and they are not contracted to do the work and are not being paid.

What are the fees?

- The fees vary according to the type of construction. Each Building Permit Application submittal packet includes the fee information for the specific type of construction.

What types of inspections are required after the permit is issued?

- The inspections vary according to the type of construction. An information sheet regarding the inspection process will be included in the issued permit packet. We offer next day inspection if the request is received by 2:00 p.m. on the business day prior to the date when the inspection is needed.

Helpful Contact Information:

- **Plan Review – 301-600-1086:** Contact the Plan Reviewer if you have any questions regarding the Building Code requirements or building plans.
- **Zoning Review – 301-600-1143:** Contact the Zoning Planner if you have any questions regarding setbacks to property lines for your property, the use of a structure, or other Zoning regulations.
- **Customer Service Supervisor – 301-600-1089:** Contact the Customer Service Supervisor if you have questions about the application form, processing of the permit, permit procedures in general, or if you would like to discuss any part of the application process that you would like to see improved.
- **Manager of Permitting Services – 301-600-1082:** Contact the Manager of Permitting Services if you would like to discuss any problems that you encounter and you are not able to resolve to your satisfaction, or if you would like to share what worked particularly well from your experience that you feel could be expanded to other areas. Your input is important to us!